



## IB159 ADDITIONAL LAND DEVELOPMENT APPLICATION INFORMATION PART A

(Revised 08-25-2008, 01-06-2010, 10-9-2012 fee update)

City Planning & Development Department - Development Services (CPD-DS)

City of Kansas City, Missouri <http://www.kcmo.gov>

### **Part A - Checklist Overview and Instructions (Read Part A before completing Part B or C of IB159):**

You should always verify that you have the latest forms and information before every submittal to verify all requirements are being met prior to submittal.

1. **Introduction:** Use of the IB159 is mandatory to expedite Quality Control Review (QCR) and plan review processes for public infrastructure plan submittals for construction permits issued by CPD-DS. Not every project will require a review by every City department. The IB159 checklist offers guidance for specific project types and is not intended to be a comprehensive list of every item that may be required during the plan review process. Plan review time allotments represent the time for completion of reviews only and may not represent the actual total time required for documents and plans to be found in general compliance. **The Owner and Design Professional are responsible for compliance with the requirements of the Code of Ordinances of Kansas City, MO. Timely compliance depends upon the accuracy and completeness of submittals. Please note that the Developer is the LDD Permittee, the name used in the application form will be the name that must appear on the plans, bond, insurance, or other forms required for processing of permits.**

2. **Missouri-Registered Professional Engineer/Certificate of Authority:** A Missouri-registered Professional Engineer must certify the completeness of submittals and their compliance with applicable standards; therefore the Engineer must review and coordinate the various plan components prepared by each member of the design team. Additionally, Missouri Regulation No. 20 CSR 2030-10.010 states that "if you are a business corporation, professional corporation or limited liability company, and you provide in the State of Missouri any architectural, engineering, land surveying or landscape architecture service, you will be required to have a Certificate of Authority with the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects". The printed name, discipline and Certificate of Authority number of the corporation must be clearly displayed in the title block of the plans.

3. **The Development Assistance Team (DAT)** is a group of representatives from most City departments involved in the land development process. DAT meetings are optional, free of charge and provide preliminary and informal information and schedules for development as well as explanations of the related applications and procedures. Contact the Business Assistance Center, (816) 513-2880 for further information or to schedule a DAT meeting.

4. **City Plan Commission/City Council Rezoning/Plat Approval Processes:** Public infrastructure plan reviews are required as conditions of approval established by a development plan, rezoning, preliminary or final plat application. The IB159 checklist and the project's specific SE01 KivaNet permit activities (see Req'd Plan Review Types & Status) identifies the documents required to accompany these applications to assure a complete submittal. Review of public infrastructure plans are ministerial. Until conditions of approval for rezoning or platting are established by the City Council, a full review for code compliance cannot be accomplished.

5. **Timing of Submittals:** Unless the applicant receives authorization to the contrary, applications and construction plans for public infrastructure review cannot be accepted until the final plat application has been accepted by the CPD-Planning Services, Development Management Division (CPD-PS-DMD) and the City Plan Commission has provided the recommended conditions of approval.

6. **Supplemental Permits:** Permits from departments other than CPD may be required. For instance, Air Quality Permits are issued by the Health Dept. Traffic Control Permits and Excavation Permits are issued by the Public Works Dept. (PWD). Wastewater Discharge Permits are issued by the Water Services Dept. Each requires separate applications and processing. It is recommended that the applicant research requirements for non-CPD permits and contact the appropriate department(s).

### **Building Permit Plans and Watermain Extension Plans are not submitted as public infrastructure plans:**

1. **Building Plans** – are reviewed and permitted by CPD-DS-Plans Review Division. Reference "Information Bulletin No. 110 – Checklist for Building Permit Plans Submittal" available online at [www.kcmo.gov](http://www.kcmo.gov).
2. **Watermain Extensions and Fire Hydrant Installations** – are reviewed and permitted by David Powell, Water Main Extensions, Systems Engineering Division, Water Services Dept., (816) 513-0315, 4800 E. 63rd Street, Room 201, Kansas City, Missouri 64130.

7. **Site Disturbance Permit:** Projects that will disturb an area equal to or greater than one acre require a Site Disturbance Permit for installation of BMP's and erosion control measures for site disturbance associated with another permit type. This permit must be issued prior to any other permit. Additionally, the permits that cause the site disturbance activity shall also be issued simultaneously with the Site Disturbance Permit. Therefore, Site Disturbance Plans and associated permits required for public infrastructure are

required as part of any first submittal for public infrastructure plan review. Submittal of the Site Disturbance, Public and Private Grading, critical portions of the Public Storm Sewer Improvement Plan, and the storm study may be made prior to and independently of the other required public infrastructure document to enable mass grading to begin in advance of the rest of the public improvements submittal. **An application for private grading must also accompany the Site Disturbance Permit Application.**

**8. Initial Submittal:** Plans must be of adequate size to provide legible text, dimensions and detail. Plans, specifications, calculations, soils reports and storm drainage studies must bear the wet-seal (non-photocopied) of a Missouri-registered Professional Engineer on the first sheet of each design discipline. **Completed Checklist (Part B, pages 7-15) must accompany the submittal, as well as the number of plan sets shown on sheet 8 of this form. Review KivaNet project assigned SE01 permit if available or contact LDD before submitting to assure required documents or plans are submitted and to further assist in the use of this IB159 Checklist.**

**9. Resubmittal:** Resubmittals will not be accepted without: 1) Resubmittal Form (Part C, pages 16 & 17) signed by a Missouri-registered Professional Engineer, 2) comment response letter explaining what changes were made to the plans as a result of plan review comments, 3) required number of plan sets. Contact plan reviewer, if necessary, for number of plan sets or to clarify review comments and requirements.

**10. Review Comment Resolution (RCR):** RCR is a meeting held between the Developer/Owner, Plan Reviewer and the applicant to clarify and reach agreement as to how the applicant intends to address plan review deficiency comments so the next re-submittal can most likely be found "In General Compliance". Whether the RCR is optional or required, as defined below, it is the objective of RCR to reach an agreement as stated above. There are two types of RCR:

**Optional RCR** – After receiving the Plan Reviewer's deficiency comments from the first submittal review, the applicant may choose to schedule an RCR with the Plan Reviewer for the purpose of explaining how they plan to address the deficiencies so that the first resubmittal (second submittal) will likely be found "In General Compliance". The applicant must bring a draft copy of the comment response letter to the RCR so proposed plan revisions can be discussed.

**Required RCR** - When the first resubmittal (second submittal) fails to satisfactorily address all review deficiency comments from the first submittal review, the Plan Reviewer will schedule a mandatory RCR with the applicant to discuss what issues were not adequately addressed. This should assure that the second resubmittal (third submittal) adequately addresses the items not addressed in the prior submittal and to resolve noncompliance issues. A resubmittal fee, as authorized by Ordinance Nos. 080766, 080903, and City Manager Update thereto, will be added to the permit fees as part of the second resubmittal.

Questions on or interpretations of plan review deficiency comments and issues concerning compliance with the Code of Ordinances should be referred to the plan reviewer prior to the RCR. RCR's will be documented and a one-week plan review time will be allotted after resubmittal.

**11. Permits, Licenses, Bonding and Insurance:** After plans are found "In General Compliance", permits can be issued to the developer/owner, property owner, owner's representative or a contractor.

Permittees must have a valid business license issued by the Business License Division of the Finance Department.

Permittees who obtain permits on behalf of the developer assumes and accepts all risk and responsibility for successful completion of the permitted work in compliance with adopted standards and requirements. The consideration received by the permittee is the issuance of the permit authorizing work to be performed and the satisfaction of the improvement obligation allowing the plat to be released for recording, if applicable. The Code stipulates that when a contractor/permittee obtains a permit, the contractor shall complete the work at their expense. Effectively, in this situation, the contractor becomes the developer. Additionally, the permitted work shall endure without the need of "any repairs" until the permitted work is accepted for ownership, operation and maintenance by the City after completion of the maintenance period. Typically, this is accomplished through the use of a performance and maintenance bond, except for street light performance which require only a performance bond..

Insurance requirements vary by permit type and may be required for permit issuance. These obligations will be determined during the plan review process.

**12. CPD-DS Quality Control Review (QCR):** Submittals for public infrastructure improvements are processed by the QCR group of the Land Development Division. QCR is allotted two (2) working days for processing. If the submittal is determined to be incomplete, applicants will be informed of the additional information required and supplemental QCR fees may be required per ordinance no. 080766, 080903, and City Manager Update thereto. **QCR will not activate plans for technical review without the following,** (additional items may also be requested):

1. Plan review fees in accordance with Ordinance Nos. 080766 and 080903, equal to 3.65% of the engineer's wet-sealed cost estimate.
2. Required number of plan sets, specifications, storm drainage studies and other required documents.

3. Completed Submittal IB159 Form - Part B.
4. Complete infrastructure plans, design information, a detailed bar chart-type construction schedule, multi-phased site disturbance activities and the application, including any associated public and private grading, as well as any detention basin grading and any permanent storm sewer piping associated with the detention basin (when proposed with site disturbance activities.)
5. Separate wet-sealed engineer's cost estimates for public and private construction and permit valuations with relevant information (prepared in accordance with State of Missouri law section: 4 CSR 30-3.030).
6. Developer/Owner's signature block, with contact information including e-mail address and the number of contracts (permits) proposed by the project with original signature (non-photocopied).
7. A wet seal on all plans and engineering document by a Missouri-Registered professional.
8. Executed and recorded copies of all separate easements, with exhibits, required and not dedicated on the plat.

Please direct submittals to the 5<sup>th</sup> floor of City Hall:

**City Planning and Development Department - Development Services**

**Attn: Sy Noorbakhsh, C.B.O. Supervisor of Plans Management**

**Permits Division, Plans Management Branch**

**Kansas City, Missouri 64106**

E-mail: [sy\\_noorbakhsh@kcmo.org](mailto:sy_noorbakhsh@kcmo.org)

Tele: (816) 513-1500 Opt #3 then Option #3 again

Fax: (816) 513-1484

CPD-DS-LDD will forward comments to the applicant as they become available. When full or partial compliance is determined, CPD-DS-LDD will advise the applicant of the availability of permits.

**13. "As-Built" Drawings:** "As-built" drawings, prepared in conformance with the PWD's "Plan Presentation Criteria and Procedure" (available at <http://www.kcmo.org/codes.nsf/web/LDDstandardspolicies?opendocument>), are required prior to the City authorizing any service connections to the public main or issuance of written notification of the beginning of the maintenance period. Contact CPD-DS-LDD-Inspections Branch for status of the construction inspector's agreement with this status change as indicated on the permit inspection activity signoff. A "Request for As-builts" letter will be sent to the permittee and cc'd to their design professional. Submit the as-built drawings, a copy of the "Request for As-builts" letter and a Resubmittal Form (Part C, page 16) to the QCR group to the attention of the Land Development Division. Preparation and submittal of "As-built" drawings is the responsibility of the permittee and an obligation under the performance bond or platting clearance, but it can also be submitted by the permittee's agent or design professional on behalf of the permittee.

**14. Easement Releases and Right-of-Way Vacations:** Specific instructions on the process to request the release of an easement or the vacation of public right-of-way can be found in Section 75 of the Code of Ordinances, including fees paid upon application for easement release to Land Development Division. Plat and right-of-way vacation applications are filed with Development Management on the 15<sup>th</sup> Floor of City Hall at telephone (816) 513-2846.

**15. KivaNet and other online resources:** Following submittal of plan review applications, the status of the review can be monitored online through KivaNet at <http://kivaweb.kcmo.org/kivanet/2/index.cfm>. The City's home page at <http://www.kcmo.org/CKCMO/index.htm> can also provide KivaNet access by clicking drop down next to the FIND box on the left margin and selecting KIVAnet, or directly at <http://www.kcmo.org/codes.nsf/web/devels>. Also under the main page header click on BUSINESS and select "Development Assistance." This page includes links to the majority of services available in the development process, including the Public Works "Plan Presentation Criteria and Procedure." When the review is complete, the plan reviewer will notify the applicant, using the applicant's preferred contact method, of the specific KivaNet review website and permit number and type.

**16. Assessor's Parcel Numbers (APN):** To expedite the QCR processing and plan reviews, use KivaNet to locate the property and use the "GIS Map" links to verify the location. When the location on the GIS maps is verified, use the "Parcel Info" tool to select the parcels and view the Parcel APN. Include the applicable APN's in the application form located in Part B of the checklist.

17. The following City Departments and Agencies may have plans routed to them for review:

**CITY PLANNING & DEVELOPMENT DEPARTMENT:**

**Land Development Division**

Dion Waldon, P.E., Division Manager-Land Development Division

[dion.waldon@kcmo.org](mailto:dion.waldon@kcmo.org)

TEL (816) 513-1500 Opt #2

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX (816) 513-2548

**Projects requiring review:** site disturbance, public street/sidewalk/and drives, public storm sewers, public sanitary sewers, private improvements that will impact existing public facilities, easements and rights-of-way.

**Applicable Codes and Ordinances:**

**Sewers and Sewage Disposal,** Chapter 60, Code of Ordinances

**Storm Water Management**, Chapter 61, Code of Ordinances  
**Site Disturbance**, Chapter 63, Article II, Code of Ordinances  
**Erosion and Sediment Control Design Criteria and Specifications**, APWA Sections 2100 and 5100, as amended  
**Streets, Sidewalks and Public Places**, Chapter 64, Code of Ordinances  
**Street Design Criteria and Specifications**, APWA Sections 2200 and 5200, as amended  
**Major and Minor Subdivisions (Platting)**, Chapter 88, Code of Ordinances  
**Vacation of Streets, Alleys, Plats and Easement**, Chapter 75 Code of Ordinances  
**APWA 5600 – As amended**

**Estimated Plan Review Turnaround:** 90% of submittals within 4 weeks or less  
90% of resubmittals within 2 weeks or less

**Land Development Division - Arterial Street Impact Fee Group:**

Impact Fee Administrator

[john.thiel@kcmo.org](mailto:john.thiel@kcmo.org)

TEL (816) 513-2551

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX (816) 513-2548

**Projects requiring review:** New buildings, alterations and additions to residential buildings that increase the number of dwelling units, alterations and additions to nonresidential buildings that increase the floor area, other projects as described in Chapter 39, Arterial Street Impact Fees Code of Ordinances.

**Applicable Codes and Ordinances:**

**Arterial Street Impact Fees**, Chapter 39, Arterial Street Impact Fees, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**Development Services - Plans Review Division**

Gary Marker, R.A., Division Manager of Plans Review

[gary.marker@kcmo.org](mailto:gary.marker@kcmo.org)

TEL (816) 513-1500 Opt #3 then Option #5

2nd Floor, Oak Tower, 324 East 11th Street, Kansas City, MO 64106

FAX (816) 513-1485

Code Questions Line (816) 513-1511

**Projects requiring review:** Grading and site improvements on private property.

**Applicable Codes, Standards, and Ordinances:**

**Fences and Walls**, Chapter 27, Code of Ordinances

**Floodplain Management**, Chapter 28, Code of Ordinances

**Estimated Plans Review Turnaround:** 90% of submittals within 4 weeks or less  
90% of resubmittals within 2 weeks or less  
90% review comment resolution resubmittals within 1 week or less

**DEPARTMENT OF PARKS & RECREATION:**

**Planning Services Division**

Travis Kiefer, Assistant Director

Engineering, Planning, Design and Contract Divisions

[travis.kiefer@kcmo.org](mailto:travis.kiefer@kcmo.org)

TEL (816) 513-7562

4600 East 63rd Street, 2<sup>nd</sup> Floor, Kansas City, MO 64130

FAX (816) 513-7602

**Projects requiring review:** Public improvements located on or adjacent to boulevards, parkways or City parks under jurisdiction of the Board of Parks and Recreation Commissioners.

**Applicable Codes and Ordinances:** **Parks and Recreation**, Division 7, Administration, Chapter 2, Code of Ordinances

**Estimated Plan Review Turnaround:** 90% of submittals within 2 weeks or less

**Related permits issued:**

- Drive approach, curb replacement and sidewalk permits in Parks Dept. right-of-way
- Street tree planting permits

**DEPARTMENT OF PUBLIC WORKS:**

**Street & Traffic Division**

- |                                               |                                                                          |                |
|-----------------------------------------------|--------------------------------------------------------------------------|----------------|
| - Traffic Study Review                        | <a href="mailto:gnani.mahalingam@kcmo.org">gnani.mahalingam@kcmo.org</a> | (816) 513-9843 |
| - Traffic Engineering Review                  | <a href="mailto:wei.sun@kcmo.org">wei.sun@kcmo.org</a>                   | (816) 513-9869 |
| - Stripping and Signage Review                | <a href="mailto:jerry.nelson@kcmo.org">jerry.nelson@kcmo.org</a>         | (816) 513-9849 |
| - Signal Review                               | <a href="mailto:sam.akula@kcmo.org">sam.akula@kcmo.org</a>               | (816) 513-9861 |
| - 5310 Municipal Drive, Kansas City, MO 64120 |                                                                          | FAX 513-2712   |

**Projects requiring review:** New or modifications to existing signalization, street operations and street improvements associated with traffic studies, as well as public street construction with traffic control plans, detour plans, permanent street signage and stripping, new or modified signalization and street or sidewalk closures

**Applicable Codes and Ordinances:**

**Streets, Sidewalks and Public Places**, Chapter 64, Code of Ordinances

**Subdivisions**, Chapter 66, Code of Ordinances

**APWA 5600 - as amended**

**Estimated Plan Review Turnaround:** 90% of submittals within 4 weeks or less  
90% of resubmittals within 2 weeks or less

**Related Permits Issued:**

- Street and Sidewalk Closure Permits
- Hauling Permits

**WATER SERVICES DEPARTMENT:****Water Main Extensions and Relocations**

Joseph Calzarano, Manager, Systems Engineering Division

[joseph.calzarano@kcmo.org](mailto:joseph.calzarano@kcmo.org)

TEL (816) 784-6406

4800 East 63rd Street, Room 201, Kansas City, Missouri 64130

FAX (816) 513-0288

**Applicable Codes and Ordinances:** Water Services, Chapter 78, Code of Ordinances; Regulations of the Water Services Department, Standards and Specifications for Water Main Extensions and Relocations; and, Procedures for Engineers

**FLOOD CONTROL LEVEE DISTRICTS:****Department of the Army-Kansas City District, Corps of Engineers****Engineering Division-Geotechnical Branch**

<http://www.nwk.usace.army.mil/Missions/EngineeringDivision/GeotechnicalBranch.aspx>

TEL (816) 389-3696

Federal Building, 601 East 12th Street, Kansas City, MO 64106

FAX (816) 426-5462

**Kansas City, Missouri Levee Committee:****East Bottoms Unit****North Kansas City Unit-Airport Section****Central Industrial Unit-Missouri Section**

Mark Young, Chairman of the KCMO Levee Committee

[mark.young@kcmo.org](mailto:mark.young@kcmo.org)

TEL (816) 513-0260

4800 E. 63<sup>rd</sup> St., Kansas City, MO 64130

FAX (816) 513-0366

**Birmingham Drainage District**

Robert W. McKinley, President

TEL (816) 842-6100

922 Walnut Street, Suite 1500, Kansas City, MO 64106

FAX (816) 842-0013

**Projects requiring review:** Excavation riverward and within 500 feet landward of the levee centerline, including excavation for building foundations, basements, piers, loading pits, ditches, pipe trenches.

**Applicable Codes and Ordinances:** Kansas City Flood Control Project, Operation & Maintenance Manual, latest edition as published by the United States Corps of Engineers.

**Estimated Plans Review Turnaround:** 90% of submittals completed within 8 weeks.

These agencies are notified of the plans submittal by CPD-DS and their approval is required prior to issuance of permits. In levee districts, the applicant is required to submit 3 sets of plans, specifications and calculations and a cover letter describing the project. After completion of the work, 3 sets of as-built drawings must be submitted for approval by the Corps of Engineers.

**Related permits issued:**

- Section 10 Permit, Rivers and Harbors Act of 1889, regulates any work in, over, or under navigable waters.
- Section 404 Permit, Clean Water Act, regulates the excavation or discharge of dredged or fill materials in all waters.

**MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT):****Maintenance and Traffic Division -- District 4 – Kansas City Area****<http://www.modot.state.mo.us/>**

Beth Wright, P.E., District Manager  
600 NE Colbern Rd., Lee's Summit, MO 64086

TEL (816) 622-6500  
FAX (816) 622-0699  
Toll Free 1-888-ASK-MODOT

CPD-DS does not route submittals to MoDOT. MoDOT must be contacted when work is proposed within or adjacent to State right-of-way. Drive approach locations on State right-of-way must be approved and permitted by MoDOT.

**DEPARTMENT OF FINANCE:****Business License Section**

TEL (816) 513-1135

CPD-DS does not route submittals to the Business License Section. Applicant should contact this section regarding business licenses.